

ANNEX 1

Listing of Representative Studies and Reports

1. Study of classification and compensation systems adaptable to the CIA Personnel Program.

This study stemmed from the objective to keep abreast of the times concerning outside developments in the field of classification and salary administration particularly since the consensus of opinion of the Career Council is that CIA should develop and use a compensation system keyed to the Career Service Program even though we depart from normal Federal practices. The project began with a review of position evaluation and compensation plans and practices in selected governmental Agencies somewhat comparable to CIA; and research organizations and industries, particularly those which have fairly extensive overseas operations.

This project was approved by the Director of Personnel in July and thus far is about 30% complete. Extensive data has been obtained from: the White House Task Force which studies compensation and pay along with overall overseas personnel problems; the Personnel Advisor to the President; various Senate and House Committees which investigated aspects of the pay problem; inter-departmental committees; and the Civil Service Commission. Agencies whose compensation and personnel programs were studied included: AEC, ICA, Department of State, USIA and TVA. On the industrial side, discussions were held with representatives from the Society for Advancement of Management and the American Management Association. Descriptive material was obtained on 16 large industrial firms which have extensive overseas operations. Future action on this project contemplates field trips to TVA and approximately 3 or 4 industrial firms to gain first-hand knowledge on the detailed methods and procedures. Upon conclusion of this, the data collected will be synthesized, and recommendations made concerning the appropriateness of the present system or the need for its modification or replacement.

2. Participation in Task Force Study to develop a revised Manpower Control System.

The proposal developed by Management and Personnel recommended the use of the Staffing Complement (work-burden) concept for the present T/O and the establishment of a non-work-burden category designated Development Complement to accommodate "non-productive" personnel, and as recruits, trainees, casuals, etc. The Career Council decided that the proposed system should be tested in an Agency component to determine its feasibility in terms of cost, time, paperwork, etc. PED is the action office within the Office of Personnel which, in conjunction with the Management Staff, is conducting the trial run in Office of Communications.

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ANNEX 4 (CONT'D)

3. Project to revise Promotion and Assignment Policy.

The Division participated in developing revised policies to implement a more effective and equitable promotion and assignment program.

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7. Preparation of Staff Study on Pay Determination Policy and Procedures for Consultants, Experts, and WAE's.

8. Staff Study on Supergrade Position Evaluation.

At the request of the DD/S, a proposal and implementing procedures were developed to provide for objective ranking of all key Agency positions in order that the CIA Supergrade structure could be evaluated and necessary adjustments made. Following acceptance of the plan by the Supergrade Review Board, the Division prepared brief descriptions and evaluation data on each position considered to warrant supergrade nomination and ranked the positions for each Directorate in order of overall difficulty and responsibility of duties performed. This information was provided to the three Deputy Directors for their use in preparing their nominations and rankings of the positions.